



CITY COUNCIL

CITY COUNCIL MEETING

Pedro "Pete" M. Sanchez, Mayor
Lori Wilson, Mayor Pro-Tem
Jane Day
Mike Hudson
Michael A. Segala

First and Third Tuesday
Every Month

CITY OF SUISUN CITY POLICE DEPARTMENT

701 Civic Center Blvd.
Suisun City, California 94585

Tim Mattos
Chief of Police

July 25, 2018

Honorable John B. Ellis
Presiding Judge
Solano Superior Court
Department 23, Room 306
600 Union Avenue
Fairfield, CA 94533

Dear Judge Ellis:

Subject: 2017-2018 Grand Jury Report Entitled: "Solano Animal Control Authority, A Joint Powers Authority"

Pursuant to California Penal Code Section 933.05(a), (b), and (c), the following are my responses as Chairperson of the Solano County Animal Control Authority to the findings and recommendations in the above-entitled Grand Jury Report:

FINDING 1

A Notice of a Joint Powers Agreement and Amendment of a Joint Powers Agreement form along with a copy of the full text of the joint powers agreement and amendments has not been recorded with the California Secretary of State as required by Government Code §6503.5.

RESPONSE TO FINDING # 1

Agree.

RECOMMENDATION # 1

SACA Board comply with Government Code requirements to file applicable, accurate documents with the California Secretary of State and ensure any updates are also provided to applicable agencies.

RESPONSE TO RECOMMENDATION # 1

A Notice of Joint Powers Agreement, pursuant to California Government Code Section 6503.5, was filed with the Secretary of State on March 7, 2018. On May 3, 2018, the State Controller's Office confirmed they were in receipt of the Joint Powers Agreement and were aware of the filing with the Secretary of State.

FINDING # 2

Statement of Facts Roster of Public Agencies Filing form has not been recorded with the Secretary of State and County Clerk per Government Code §53051.

RESPONSE TO FINDING # 2

Agree.

RECOMMENDATION # 2

SACA Board comply with Government Code requirements to file applicable and accurate documents with the California Secretary of State and Solano County Clerk.

RESPONSE TO RECOMMENDATION # 2

A Statement of Facts Roster of Public Agencies Filing was filed with the Secretary of State on March 7, 2018. Solano County Accepted filing of this document on May 8, 2018.

FINDING # 3

Rules governing the composition of the board members, a specified term, and a provision for the removal of a director have not been established.

RESPONSE TO FINDING # 3

Agree.

RECOMMENDATION # 3

SACA establish bylaws/rules about how its board will be configured, specified terms, and provision for the removal of a director.

RESPONSE TO RECOMMENDATION # 3

SACA will explore the adoption of bylaws covering board configuration, term and removal of a director at the next regular meeting in September 2018, or as soon thereafter as possible.

FINDING # 4

As of 2017, SACA does not have a specific individual appointed as the Treasurer of the JPA as required by Government Code §6505.5.

RESPONSE TO FINDING # 4

Agree.

RECOMMENDATION # 4

SACA Board comply with Government Code requirements to designate a Treasurer of the JPA to perform the applicable tasks listed in the code.

RESPONSE TO RECOMMENDATION # 4

Historically, the City of Fairfield has fulfilled the Treasurer role but based upon a review of records, an individual was not officially designated. On July 25, 2018, SACA designated the City of Fairfield's representative on the SACA Board as the Treasurer.

FINDING # 5

SACA does not have adequate operational controls nor oversight to ensure accurate and timely filing of required documents, organized retention and access to records.

RESPONSE TO FINDING # 5

Disagree.

I believe the Board of Directors provides adequate operational controls and oversight regarding the JPA. In recent years, the Board has regularly met and reviewed operations of the JPA, engaged in close security of the existing contract and published an RFP to explore alternatives to the existing contract. There are no actions I am aware of that have been undertaken that the board was not advised of or had the opportunity to weigh in on.

I agree that certain documents were not filed when the JPA came into existence and in compliance with the Government Code. In completing the filings, I discovered this was not an issue unique to this JPA. Based upon the information known to me, I do not agree with the overall finding of a lack of operational control or oversight.

RECOMMENDATION # 5

The Board designate a combined Treasurer/Operations Officer position to administer activities and meet reporting requirements. The Joint Exercise of Powers Agreement calls for the reimbursement of the operational cost of a Treasurer of the JPA. Establish an up-to-date website with contact information, agendas, minutes, audit reports, rosters, and other pertinent information to house records.


RESPONSE TO RECOMMENDATION # 5

With regards to establishing information on a website, the recommendation will be implemented by September 2019. The City of Fairfield is in the process of digitizing records of the JPA and they will be publicly accessible from their Laserfiche document management system website. These records will include contact information, agendas, minutes, audit reports, rosters and other pertinent records. SACA member agencies will post a link on their respective websites to the SACA document repository hosted by the City of Fairfield.

The joint Treasurer/Operations Officer does not appear warranted at this time. The Chairperson serves as the Operations Officer and should remain responsible for ensuring filings are completed. The focus of the Treasurer function is on managing the financial aspects of the JPA and completing related filings. To my knowledge and based upon a conversation with the State Controller, these filings have been completed properly.

I would like to thank the Grand Jury for their efforts in completing this report and recommendations.

Sincerely,

A handwritten signature in black ink, appearing to be 'Andrew White', written in a cursive style.

Andrew White
Police Commander
SACA Chairperson